



## REQUEST FOR PROPOSALS

### TRAINING AND CAPACITY-BUILDING SERVICES FOR INTERNATIONAL JOURNALISTS

#### STATEMENT OF PURPOSE

Meridian International Center solicits competitive proposals from qualified organizations or individuals to provide comprehensive journalism and media training workshops in one or more of the content areas listed below.

Meridian is implementing a short-term capacity-building program for six international journalists and media professionals from April 14 to April 24, 2024. This study tour aims to equip journalists with the necessary skills and knowledge to navigate the evolving landscape of media and journalism, particularly in the digital realm. In addition to the subject training, the study tour will include meetings with relevant U.S. subject matter experts, journalists, government officials, and civil society representatives. The program will begin in Washington, DC, with an orientation and relevant meetings based on the participants' needs. The participants are expected to travel to up to two additional cities in the U.S. for professional programming.

During ten days in the U.S., Russian independent journalists will explore the following topics:

- Building an online news outlet
- Financial sustainability in American newsrooms
- Nonprofit newsrooms and revenue streams
- New technologies for sustainable business models
- Audience engagement and creating an audience-engaged newsroom culture
- New practices in online journalism

Meridian will arrange for up to two simultaneous Russian language interpreters to accompany the participants. The participants will represent a diverse background in terms of media and newsroom experience and exposure to the tour's theme.

#### BACKGROUND INFORMATION

Meridian International Center is a diplomacy center founded in 1960 with the vision that greater understanding and collaboration between the United States and the world leads to a more secure, prosperous future. Headquartered in Washington, DC, Meridian has long served as a place where global leaders gather, future leaders are found, and international collaboration thrives. Through prestigious international exchanges, custom trainings, substantive convenings, and unparalleled education, our



mission is to strengthen engagement between the U.S. and the world to find solutions to shared global challenges.

## **SCOPE OF WORK**

Selected organization or individuals will provide practical and interactive in-person training in one or more of the content areas described above to a group of international journalists and media professionals between April 14 and April 24, 2024. In today's digital age, countering disinformation and upholding journalistic ethics are paramount for media integrity. Therefore, these themes must be seamlessly integrated into the proposed training program.

## **QUALIFICATIONS AND TECHNICAL REQUIREMENTS**

- Demonstrated experience in providing training workshops in journalism on the program theme.
- The training program content must suit mid-career professionals working primarily in independent online media.
- At least two trainers or instructors are required to lead the training workshops.
- Training will span two days. Each training day shall include a minimum of 4.5 learning hours, totaling at least nine learning hours over two days.
- Training will take place in-person at the vendor's premises.
- Selected organization or individuals will be responsible for printing and distributing necessary course materials, including non-degree certificates of participation.

## **BUDGET**

The maximum total budget for this project is \$1,500. The proposals should include a detailed breakdown of costs, ensuring the total doesn't exceed this amount. The budget breakdown should cover fees for trainers, materials, and any other expenses.

## **SUBMISSION INSTRUCTIONS AND DEADLINE**

Eligible proposals must include:

- Statement of interest or an executive summary
- Detailed training curriculum addressing the specified focus area and learning objectives
- Summary of the vendor's expertise and experience in delivering journalism and media training programs. Must include trainers' names and their resumes.
- A proposed schedule outlining the two-day training agenda, including breaks.
- Budget breakdown, including all costs associated with training delivery and materials.

Interested parties shall submit proposals by **11:59 pm EST, February 29, 2024.**



## EVALUATION AND AWARD TIMELINE

Meridian will evaluate proposals on "best value" based on the evaluation criteria as stated below:

- 1) Relevance and comprehensiveness of the proposal training (40 points)
- 2) Demonstrated experience in providing training services in journalism and media (40 points)
- 3) Cost-effectiveness and alignment with the allocated budget (20 points)

The Meridian team will notify applicants of their status by **mid-March 2024**. Each bidder is given wide latitude in the degree of detail it offers or the extent to which plans, designs, systems, and procedures are revealed. However, insufficient detail may result in a determination that the bid proposal is materially non-responsive or may lower its technical score.

## QUESTIONS

Meridian will only accept written questions and inquiries from all potential bidders. Written questions must be submitted to [russiareporting@meridian.org](mailto:russiareporting@meridian.org) by **5:00 pm EST, February 22, 2024**.

We look forward to receiving your proposals and partnering with a qualified organization or individuals to deliver high-quality training for journalists.